

DEPARTMENT OF THE TREASURY

FINANCIAL CRIMES ENFORCEMENT NETWORK

SENIOR EXECUTIVE SERVICE

Vacancy Announcement FNSES/04-002



Opening Date: July 9, 2004

Closing Date: August 9, 2004

POSITION: **Associate Director, Analysis**
(Position is designated as Career Reserved)
ES-132 (Between \$ 104,927 and \$ 145,600 per annum)

LOCATION: Financial Crimes Enforcement Network
Analysis Division
Vienna, Virginia

AREA OF CONSIDERATION: All Qualified US Citizens

(Applicants who do not submit all of the information required in the "HOW TO APPLY" section will not receive consideration)

MAJOR DUTIES

The Associate Director, Analysis provides executive oversight and direction for the offices that constitute the primary analytical arms of FinCEN and contain a substantial portion of the total staff of FinCEN. The Associate Director provides program direction and synergy to promote and guide the continuous exploration of advanced systems, techniques, and strategies to analyze and interpret financial transactions that may be used to support terrorism, money-laundering, and other financial crimes. This effort involves a multi-directional effort to share with and learn from other organizations and transfer that learning to the many law enforcement and intelligence agencies, domestic and international, concerned with financial crimes. Assures that effective management and supervisory practices are conducted, including establishing performance objectives and providing feedback, recruiting, recommending personnel actions, and promoting equal employment opportunity. Oversees the development of reports, publications and products that indicate the nature of financial crime activity that is being conducted, emerging patterns, and strategies for detecting and preventing improper activity. Represents FinCEN in meetings, conferences and other forums. Explains FinCEN's programs and objectives, promotes cooperative interactions, establishes partnerships, and negotiates agreements.

For further information regarding FinCEN's mission, please visit our website at http://www.fincen.gov/af_mission.html

EQUAL EMPLOYMENT OPPORTUNITY

FinCEN is an Equal Employment Employer: Selection for this position will be based solely on merit with no discrimination for non-merit reasons such as race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.

FinCEN provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

FINCEN BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

QUALIFICATION REQUIREMENTS

Applicants must be U.S. citizens.

The applicant's experience MUST have been at a sufficiently high level of difficulty to show clearly that the applicant possesses the professional and technical, as well as program knowledge, skills, and abilities outlined under all of the Executive Core Qualifications (ECQ's), and the Professional/Technical Program Qualifications (PTQ's). Please refer to the Office of Personnel Management's (OPM) Senior Executive Service (SES) website at <http://www.opm.gov/ses> for general information on the SES.

Each applicant is required to submit a separate narrative statement addressing all of the ECQ's and PTQ's listed below. We recommend no more than two pages per core/technical qualification. However, current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program only need to address the PTQ's.

Please see the HOW TO APPLY section for specific instructions. The narrative statements should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge and technical competence, which would indicate successful performance in the SES. The statements must include clear and concise examples that emphasize the applicant's level of responsibilities, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The OPM "Guide to Senior Executive Service Qualifications"

provides detailed information on addressing the ECQ's and key characteristics and is available on the OPM website at www.opm.gov/ses/handbook.html.

A. MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQ's)

OPM has identified five ECQ's that are designed to assess executive experience and potential. The ECQ's measure whether an individual has the broad executive skills needed to succeed in the SES.

The following elements will be used to evaluate each individual applicant's record of knowledge, skills, abilities, and potential to ensure that the applicant possesses sufficient breadth and depth of executive qualifications for entry into the career Senior Executive Service. The ECQ's emphasize such qualities as customer service, creativity, team building, partnership, and describe the leadership skills needed to succeed in the SES as well as reinforce the concept of an "SES corporate culture."

Remember, you can refer to the OPM "Guide to Senior Executive Service Qualifications" which provides detailed information on addressing the ECQ's and key characteristics and is available on the OPM website at www.opm.gov/ses/handbook.html.

NOTE: When responding to the core and technical qualifications under sections A and B, applicants should provide examples that describe (1) background information; (2) problems; (3) actions taken; and (4) specific results.

1. **LEADING CHANGE** This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **LEADING PEOPLE** This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
3. **RESULTS DRIVEN** This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **BUSINESS ACUMEN** This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **BUILDING COALITIONS/COMMUNICATION** This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

B. PROFESSIONAL/TECHNICAL PROGRAM QUALIFICATIONS (PTQ's)

1. Broad and insightful knowledge of the programs of FinCEN, its legal and regulatory mandates, and its interactions with the law enforcement, intelligence, financial, and regulatory communities.

(Applicants must describe their experience that provided insightful knowledge of FinCEN's mandate, its programs and its interactions.)

2. Ability to conceive and implement programs to provide increased expertise in the analytical processes used to analyze the transfer of funds and convertible valuables to support terrorism and other criminal activities. **(Applicants must describe their knowledge and experience in developing and utilizing advanced analytical techniques related to the transfer of funds and convertible valuables to support terrorism and other criminal activities.)**

3. Demonstrated expertise in providing a full array of administrative and technical supervision to a staff of senior analysts engaged in highly complex and sensitive analytical work. **(Applicants must describe their relevant supervisory/management experience.)**

4. Well-developed skills in dealing with senior level officials of other organizations on issues concerning money laundering and related financial crimes, requiring a high degree of tact and sensitivity in justifying proposals and negotiating cooperative working relationships. **(Applicants must describe their experience in conducting such liaison.)**

5. Skill in preparing and overseeing the development of formal written documents related to the programs of FinCEN, such as: program proposals, analytical reports, publications, policy documents, guidance materials, and regulatory and legal analyses or proposals. **(Applicants must describe their experience in preparing and overseeing such documents.)**

BASIS FOR EVALUATION:

Rating and ranking to determine "Best Qualified" will be conducted by representatives of an Executive Resources Board (ERB). Each applicant's overall record (professional and volunteer experience, education and training, accomplishments, awards, and potential) will indicate whether he/she possesses the knowledge, skills, and abilities needed in the ECQ's and PTQ's. The ERB will refer the top applicants to the selecting official for consideration. In most cases, an individual's executive qualification must also be certified by a Quality Review Board as a prerequisite to final selection.

ADDITIONAL INFORMATION

The selectee for this SES position must be able to satisfy the following requirements:

1. This position is a sensitive position and the selectee must be able to obtain and maintain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance;
2. Undergo a tax record check;
3. Satisfactorily complete a drug test and, thereafter, be subject to random drug testing;
4. File a statement of employment and financial interests upon entry, and annually thereafter; and
5. OPM approval and a one-year probationary period will be required for any applicant who does not have SES Career status.

Domestic and international travel is required.

RELOCATION EXPENSES MAY BE PAID.

HOW TO APPLY

1. Applicants may submit OPM Optional Form 612 (Optional Application for Federal Employment), resume, or other written format of their choice. However, the application, regardless of the format, must describe the applicant's related qualifications pertinent to the position and must include the information cited in the OPM brochure, OF-510, "Applying for Federal Jobs." This brochure may be obtained at www.opm.gov/forms/pdfimage/of0510.pdf. The OF-612 may be obtained at www.opm.gov/forms/pdfimage/of0612.pdf
2. Applicants MUST also provide narrative statements addressing their experience, education and accomplishments for each of the mandatory ECQ's and the PTQ's on regular bond paper. We recommend no more than two pages per each core/technical qualification. While current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program do not need to address the ECQ's, the PTQ's MUST be addressed by all applicants.
3. Applicants who completed an OPM-approved SES candidate development program MUST submit a document that certifies the completion. Applicants who are current SES employees or are eligible for reinstatement to an SES-Career appointment MUST submit a copy of the Notice of Personnel Action (SF-50), or equivalent documentation that indicates the SES-Career status.
4. Please download, complete, and submit the following optional forms:
 - SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
 - SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.
5. The vacancy announcement number MUST be listed on the envelope and the first page of your application or resume. All application materials **MUST be postmarked** no later than the closing date of the vacancy announcement. The use of postage-paid Government agency envelopes is a violation of Federal law. Applications received in postage-paid Government envelopes will not be considered.
6. No documents, other than those specified in this section, will be accepted. Any excess documents will not be forwarded to the Executive Resources Board. Please do not attach position descriptions, award certificates, personal endorsements, pictures, etc. Materials submitted as part of your application will not be returned.
7. Failure to submit all required documents and information requested by the closing date of this announcement will constitute an incomplete application package, and will not receive consideration for this position. Applicant's qualifications will be evaluated solely on the information submitted in their application.

APPLICATION PACKAGES MUST BE MAILED TO:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement FNSES/04-002
P.O. Box 39
Vienna, VA 22183-0039**

**APPLICATIONS MUST BE POSTMARKED BY
THE CLOSING DATE OF AUGUST 9, 2004.**

FOR FURTHER INFORMATION CONTACT:

For a copy of this announcement please visit the
FinCEN website at,

http://www.fincen.gov/wn_jobposting.html

For additional information, please call:
Ms. Patti Jean Warren (703) 905-3971.